

Conference Specifics

The registration fee is \$385 per attendee. This amount covers the cost of the conference, materials, two breakfasts, two lunches, a reception and refreshments. A late charge of \$10 will be added effective January 19. A full refund will be made for all cancellations received before this date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

Location and Accommodations:

The conference will be held at the Wyndham Harbour Island, 725 S. Harbour Island Blvd., Tampa, Florida 33602. A room rate of \$159 is available for hotel reservations made by January 19. Call 813-229-5000 to make hotel reservations. To receive the special rate, you must notify the hotel that you are attending the FEC conference. After January 19, room rates are based on availability. Parking is available at the hotel for a fee of \$10.

How to Register:

To register, complete the enclosed registration form or register online at www.fec.gov/pages/infosvc.htm#Conferences. For registration information, call Sylvester Management Corporation at 1-(800)246-7277 or send an e-mail to lauren@sylvestermanagement.com.

Program Information: For information on the program, call the Federal Election Commission toll-free at (800)424-9530 (press 1, then 3) or locally at (202)694-1100.



Federal Election Commission
999 'E' Street, N.W.
Washington, D.C. 20463



FEDERAL CAMPAIGN FINANCE LAW CONFERENCE

Tampa, FL

February 11–12, 2004

FEDERAL ELECTION COMMISSION
Washington, D.C. 20463

The Federal Election Commission is holding a comprehensive two-day training conference in Tampa, Florida. This conference is designed to help corporate/labor/trade association political action committees, federal political party committees and House and Senate campaigns understand and comply with the federal campaign finance law, including the new requirements of the Bipartisan Campaign Reform Act (BCRA). Each conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to separate segregated funds (aka PACs), candidates and political parties. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

Space is limited, so please register as soon as possible. Registrations are limited to two people per organization and will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at 1-(800)424-9530 (press 1, then 3) or locally at (202)694-1100. We look forward to meeting with you.

Day 1

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|---------------|---|---------------|---|----------------------------|---|
| 7:45 – 8:45 | Registration/Breakfast | 2:45 – 3:00 | Break | | |
| 8:45 – 10:00 | Welcome Overview of the Changes in Campaign Finance Law <ul style="list-style-type: none"> •Major changes •Who's affected and how •New FEC rules – workshop preview | 3:00 – 4:30 | Team Workshops Breakout Sessions | | Option B2: For Candidate Committees: <i>FEC Reporting for Campaigns, Part 1</i> <ul style="list-style-type: none"> •New filing requirements for campaigns •Disclosing contributions and expenditures •Common problems to avoid Option B3: For PACs/Candidates/Parties: <i>Corporate/Labor Communications on Behalf of Federal Candidates and Parties</i> <ul style="list-style-type: none"> •Potential audiences and messages •Coordination with campaign or party staff |
| 10:00 – 10:15 | Break | | | | |
| 10:15 – 11:45 | Basics of the Law: the Big Picture <ul style="list-style-type: none"> •Contributions – limitations and prohibitions •Independent expenditures •Disclaimers – new rules •FEC's role | | For Party Committees: <i>New Rules for Party Committees</i> <ul style="list-style-type: none"> •Making contributions •Coordinated v. independent expenditures •Exempt activities •Defining and funding "Federal Election Activity" For Candidate Committees/PACs: <i>New Rules for Candidates</i> <ul style="list-style-type: none"> •Support from PACs •Support from party committees •Electioneering communications – introduction •Use of campaign funds •New restrictions on candidate fundraising for others Option B3: For PACs: <i>FEC Reporting for SSFs</i> <ul style="list-style-type: none"> •Filing requirements •Disclosing contributions received and made •Common problems to avoid | 11:45 – 12:45 | Lunch: Speaker A guest speaker will talk about the implementation and enforcement of the BCRA, as well as BCRA litigation. |
| 12:00 – 1:00 | Lunch/Roundtable Discussions At each table, an FEC Commissioner or staff member will informally discuss a topic related to federal campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Sit at the table of your choice. | | | 1:00 – 2:30 | Breakout Sessions: (Choose One) Option C1: For Party Committees: <i>The New Allocation Rules</i> <ul style="list-style-type: none"> •New allocation formulas •New allocation reporting requirements •Adjustments and transfers Option C2: For Candidate Committees: <i>FEC Reporting for Campaigns, Part 2</i> <ul style="list-style-type: none"> •New rules for reporting loans •New reporting requirements for all candidates under the "Millionaires Amendment" •Tips for electronic filing Option C3: For PACs/Candidates/Parties: <i>Organizing Political Events on Behalf of Federal Candidates and Parties</i> <ul style="list-style-type: none"> •Candidate appearances, "meet and greets" and fundraising events •Rules for corporate/labor/association involvement •Use of corporate/labor facilities and resources by campaigns, parties and individuals |
| 1:15 – 2:45 | Team Workshops: Organizing and Fundraising Rules (For this afternoon, choose the option that applies to the organization you are representing.) Option A1: Party Committees <ul style="list-style-type: none"> •Contributions to the party •Federal v. nonfederal accounts •Levin funds •Volunteer exemptions Option A2: Candidate Committees <ul style="list-style-type: none"> •Support from the candidate •Receiving contributions •Support from partnerships, corporations and labor organizations Option A3: Corporate/Labor/Trade PACs <ul style="list-style-type: none"> •Organizing the PAC •Basic solicitation rules •Payroll deduction •Applying basic rules to fundraising techniques | 4:45 – 5:45 | Reception An opportunity to pursue follow-up questions or wind down the day while networking with FEC Commissioners, staff and fellow attendees. | | |
| Day 2 | | | | | |
| | | 8:45 – 9:45 | Breakfast with the IRS A guest speaker from the IRS will give an overview of the tax rules and answer attendee questions about tax law. | | |
| | | 9:45 – 10:00 | Break | | |
| | | 10:00 – 11:30 | Breakout Sessions: (Choose one) Option B1: For Party Committees: <i>FEC Reporting for Party Committees</i> <ul style="list-style-type: none"> •Filing requirements for party committees •Disclosing federal contributions and expenditures •Filing amendments | 2:30 – 2:45 2:45 – 4:15 | Break Wrap-Up Panel Discussion <ul style="list-style-type: none"> •Q/A with senior FEC staff •Sticky issues |

FEC Conference Registration Form

Name:

Position:

Organization:

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

Day 1 Team Selection

Please check the team that best represents your interests

☐ Option A1: Political Party Committees

☐ Option A2: Federal Candidate Committees

☐ Option A3: Corporate/Trade/Labor Political Action Committees

Day 2 AM Breakout Selection

Please check one of the following options:

☐ Option B1: Reporting for Party Committees

☐ Option B2: Reporting for Campaigns, Part 1

☐ Option B3: Corporate/Labor Communications on behalf of Federal Candidates and Parties

Day 2 PM Breakout Selection

Please check one of the following options:

☐ Option C1: The New Allocation Rules for Party Committees

☐ Option C2: Reporting and Electronic Filing for Candidates, Part 2

☐ Option C3: Organizing Political Events on Behalf of Federal Candidates or Parties

To register, choose one of the three options below:

1. Mail registration form and fee by January 19 to:

Sylvester Management Corporation
PO Box 986
Irmo, SC 29063

Please make check (\$385) payable to Sylvester Management Corporation;
note FEC 2004 Tampa Conference on the memo line, as applicable.

Note: Credit card payments will be credited as paid to Sylvester
Management Corporation on your statement. For credit card payments,
please complete:

I authorize payment to my credit card below:

Credit Card

☐ Visa[®] ☐ MasterCard[®] ☐ American Express[®]

Card Number

Expiration Date

Name on Card

Billing Address

Signature of Cardholder

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2. Fax registration form and credit card payment information
to (803)732-0135.
 3. Register online at: www.fec.gov/pages/infosvc.htm#Conferences